**How Not to be a Digital Dunderhead**

The following is your guide to web safety and copyright do’s/don’ts.

Refer to this guide **early and often**.

* Remember what your mom always told you, “Don’t talk to strangers.” The same applies on the web. [Safety first](http://www.netsmartz.org/netteens.htm). Don’t ever give out identifying, personal information. You can be personable without getting personal.
* Give credit where credit is due. You wouldn’t dare turn in a research paper without a “Works Cited” page (would you???). We must acknowledge digital sources, too. Many digital resources even have citing blurbs that you may copy and paste, making the process easy. You may also use the URL if specific citing information is not given.
* Too much of a good thing is a bad thing. What I mean is that it is within [fair use guidelines](http://www.educationworld.com/a_curr/curr280a.shtml) to use up to a certain amount of a book or a song or a video, etc. The allowable limits are fairly narrow (45 seconds of a song, for example). Now, don’t just glance past that hyperlink above. Read the information carefully on fair use.
* Here is a nutshell version of copyright and fair use guidelines:
  + Any creative, tangible work (written, printed, recorded, etc.) is automatically copyrighted upon creation.
  + Works in the “public domain” are not copyright protected and safe to use. Refer to “fair use guidelines” above for details.
  + If the item will be used for educational purposes, fair use laws allow students and educators to copy up to 1 chapter of a book (only 1 copy allowed), copy 250 words of a poem, article or short story excerpts of 10% or up to 1000 words in length, a single (uno) picture, graph, or diagram.
  + The 9 Rule: You may not copy the same work more than 9 times in a single semester.
  + Most information on the internet and most software is NOT in the public domain, therefore is copyright protected.
  + Creative Commons protected works are usually more accessible. Check the particular restrictions on the work.
  + When in doubt, assume the work is copyright protected and obtain permission for use.